

Title: Service Staff

Status: Part Time

Location: PFS Roxy Theater 2023 Sansom St Philadelphia PA 19128

Summary: The part-time Service Staff is an employee whose primary function is the operation of Box Office and Concession Stand and to act as a representative of the Philadelphia Film Society in a way that is consistent with our mission statement and policies.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Regular and consistent attendance.
- Upholding and administering all theatre policies.
- Performing all staff positions as required including Box Office, Concessions, and Ushering
- Informing guests of Membership Benefits and signing up new Members.
- Ensuring Member & Guest satisfaction.

Additional Duties and Responsibilities as assigned by the GM or other senior manager:

Availability: Must be available days, nights, and weekends. Holidays are required.

Education/Experience: High School Diploma or equivalent (if not currently a high school student). Movie Theater experience preferred but not required.

Language Ability: Possess good public speaking skills. Effectively communicate, listen effectively, respond clearly and directly, and ability to explain information to others.

Math Ability: Perform calculations with speed and accuracy, and identify and correct errors.

Physical Demands:

While performing the duties of this job the employee is frequently required to stand. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 75 lbs.

Submit Resumes to Benjamin Miller Marks, PFS Roxy General Manager at RoxyGM@filmadelphia.org